



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Purchase of Photocopier for Public Works Department (\$6,860)

MEETING DATE: November 1, 1995

PREPARED BY: Public Works Director

RECOMMENDED ACTION: That the City Council adopt the attached resolution to purchase a photocopier for the Public Works Department from the low bidder, Business Office Systems, of Stockton, in the amount of \$6,856.13.

BACKGROUND INFORMATION: Funds to purchase a photocopier were approved in the 1995/96 operating budget. This photocopier will replace the seven-year-old Sharp SF-8600 in the Public Works Administration/Engineering offices. Specifications and advertising for bids were approved by the City Council on September 20, 1995. We received bids for 10 different copiers.

In addition to the purchase price, the specifications cover annual maintenance costs for a five-year period. Although the Minolta copier is \$562.45 more than the Pitney Bowes 9346, the five-year cost is \$1,309.55 less. Because of the number of staff using the copier, it is important it is easy to operate. The Minolta has an easily understood control panel, better photograph copy quality, and a less complicated paper path than the second low bidder. Also, staff would not have to deal with the disposal of waste toner as necessary with the Pitney Bowes. After reviewing the actual operation of the two lowest priced models, and talking to operators who have used the machines for some time, the Minolta was the preferred model overall. It is recommended that the City purchase the Minolta 3050 from Business Office Systems.

Following is a summary of the bids received:

<u>Supplier</u>	<u>Make</u>	<u>Cost Including 5-Year Maintenance</u>	<u>Copier Cost</u>
Business Office Systems	Minolta 3050	\$10,696.13	\$ 6,856.13
Pitney Bowes	Pitney Bowes 9346	\$12,005.68	\$ 6,293.68
Taylor Made Office Systems	Ricoh FT5535	\$12,666.65	\$ 8,545.65
Pitney Bowes	Pitney Bowes C350	\$13,034.84	\$ 9,034.84
Wolco Business Systems	Toshiba 3550	\$13,094.62	\$ 8,781.62
Taylor Made Office Systems	Canon NP6030	\$13,291.76	\$ 9,170.76
Lucas Business Systems	Konica 3135	\$13,913.28	\$ 9,430.28
Xerox	Xerox 5334ZTAST	\$14,124.20	\$ 9,276.20
Standard Office Systems	Sharp SF-2035	\$14,921.77	\$ 9,847.27
Xerox	Xerox 5343CAS	\$24,553.96	\$17,321.92

FUNDING: Originally Budgeted: 1995/96
Budgeted Fund: Operating Budget
Budgeted Amount: \$8,500.00*

*The amount budgeted is for the copier itself. Maintenance costs will be budgeted in the year they are incurred.



Jack L. Ronsko
Public Works Director

Prepared by Sharon Blaufus, Administrative Assistant

Attachment

cc: City Attorney
Purchasing Officer

APPROVED: _____


THOMAS A. PETERSON
City Manager



recycled paper

RESOLUTION NO. 95-140

A RESOLUTION OF THE LODI CITY COUNCIL
AWARDING THE BID FOR PHOTOCOPIER FOR
PUBLIC WORKS DEPARTMENT

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WHEREAS, in answer to notice duly published in accordance with law and the order of this City Council sealed bids were received and publicly opened on October 11, 1995 at 11:00 a.m. for a photocopier for the Public Works Department, described in the specifications therefore approved by the City Council on September 20, 1995; and

WHEREAS, said bids have been compared, checked, and tabulated and a report thereof filed with the City Manager as follows:

<u>Cost</u>	<u>Supplier</u>	<u>Make</u>	<u>Cost Including 5-Year Maintenance</u>	<u>Copier</u>
	Business Office Systems	Minolta 3050	\$10,696.13	\$ 6,856.13
	Pitney Bowes	Pitney Bowes 9346	\$12,005.68	\$ 6,293.68
	Taylor Made Office Systems	Ricoh FT5535	\$12,666.65	\$ 8,545.65
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	Xerox	Xerox 5343CAS	\$24,553.96	17,321.92

WHEREAS, the City Manager recommends award of the bid for the photocopier for the Public Works Department, be made to the low bidder, Business Office Systems of Stockton, CA; and

NOW, THEREFORE, BE IT RESOLVED by the Lodi City Council that the award of the bid for the photocopier for the Public Works Department, be and the same is hereby awarded to Business Office Systems of Stockton, CA, the low bidder, in the amount of \$6,856.13.

Dated: November 1, 1995

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I hereby certify that Resolution No. 95-140 was passed and adopted by the City Council of the City of Lodi in a regular meeting held November 1, 1995, by the following vote:

AYES: COUNCIL MEMBERS - Davenport, Pennino, Sieglock, Warner
and Mann (Mayor)

NOES: COUNCIL MEMBERS - None

ABSENT: COUNCIL MEMBERS - None

ABSTAIN: COUNCIL MEMBERS - None


JENNIFER M. PERRIN
City Clerk